

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

MENG-TAG

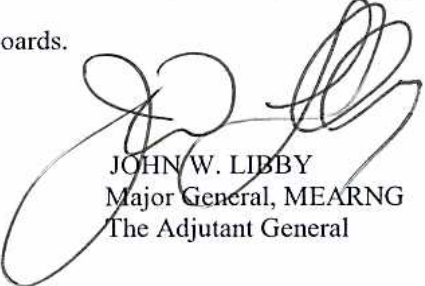
7 September 2006
TAG 06-12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sexual Harassment Policy

1. This memorandum supersedes policy memorandum TAG 04-14, dated 16 April 2004, subject as above. Unless sooner rescinded or superseded, this policy will expire on 7 September 2008.
2. The Maine National Guard (MENG) recognizes the dignity of each employee and the right of employees to work in an environment free from intimidation and harassment. Because sexual harassment seriously undermines the integrity of the workplace and adversely affects employee morale, it is unacceptable, and will not be tolerated. Ensuring a working environment that is free of any form of sexual harassment is both an individual and organizational responsibility at every level of supervision and command. **Simply stated, my policy is "ZERO TOLERANCE".**
3. The official definition of sexual harassment below is applicable to all personnel, military and civilian.

Sexual harassment is a form of sex discrimination. It involves actions that include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
 - Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
4. As part of their responsibilities, supervisors are required to actively prevent or stop inappropriate, unprofessional conduct in the workplace regardless of whether the conduct rises to the level of illegal sexual harassment. If they become aware of any such conduct occurring, they must take immediate and appropriate corrective action, including discipline, to stop the conduct. Corrective action is required regardless of whether a complaint is made or the conduct appears to be welcome or not.
5. Any MENG employees who feel they have been victims or observers of sexual harassment are encouraged to immediately bring the matter to their supervisor/commander, and if so desired, to file a complaint with an EEO Counselor for technician complaints; or with a commander, the Military ANG Equal Opportunity (MEO) Office or the ARNG Human Relations/Equal Opportunity (HR/EO) Office for military complaints. The timeframe for reporting a complaint is 45 calendar days from the alleged incident for technicians, and 180 calendar days from the alleged incident for military personnel.
6. I expect all complaints to be addressed expeditiously, fairly, and thoroughly. Immediate and appropriate corrective action will be taken against any employee engaging in sexual harassment. Such action may include suspension, demotion, and/or termination.
7. Questions regarding this policy may be directed to Stephanie Leet, State Equal Employment Manager at 626-4299.
8. This policy is to be posted on all official bulletin boards.


JOHN W. LIBBY
Major General, MEARNG
The Adjutant General